

**SUCCESS HUMAN RESOURCE CENTRE PTE LTD**  
**SUCCESS RESOURCE CENTRE PTE LTD**

1 Sophia Road #06-23/29 Peace Centre Singapore 228149

Tel: 63373183 Fax: 63370329 / 63370425

Website: [www.successshrc.com.sg](http://www.successshrc.com.sg)

POSITION:

DATE:

**PART A: PERSONAL PARTICULARS**

FULL NAME:  NRIC:

ADDRESS:

D.O.B:  AGE:  GENDER:

RACE:  RELIGION:

NATIONALITY:  MARITAL STATUS:

CONTACT NO (HP):  (H):  NO. OF CHILDREN:

EMAIL:  HEIGHT & WEIGHT:

EMERGENCY CONTACT PERSON:  (HP):

RELATIONSHIP:  ORD (For Male Only):

**PART B: QUALIFICATIONS**

Please tick the qualifications obtained. State the course of study and/or name of school.

☐ N-Levels :  ☐ Diploma :

☐ O-Levels :  ☐ Degree :

☐ A-Levels :  ☐ Others :

**PART C: FAMILY BACKGROUND**

Name	Relationship	Age	Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**PART D: LANGUAGES / SKILLS**

Please state languages and proficiency level, e.g. excellent, good, fair, poor

Written:  Spoken:

Please tick the following software that you are familiar with.

☐ MS Words ☐ MS Excel ☐ MS PowerPoint ☐ Others:

**PART E: CHARACTER REFEREES**

Name 2 persons who are not your relatives

Name	Occupation	Years Known	Contact no. / Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

May we write to the following for a reference?

a) Your present employer	<input type="text"/>
b) Your previous employer(s)	<input type="text"/>

## PART F: DECLARATION

Are you / Have you ever been an undischarged bankrupt?

☐ If Yes, Please specify: \_\_\_\_\_

Are you suffering from any physical / mental impairment or chronic / pre-existing illness?

☐ If Yes, Please specify: \_\_\_\_\_

Are you currently undergoing long-term medical treatment?

☐ If Yes, Please specify: \_\_\_\_\_

Have you ever been convicted or found guilty of an offence in Court Of Law in any country?

☐ If Yes, Please specify: \_\_\_\_\_

Have you ever been issued warning letters, suspended or dismissed from employment before?

☐ If Yes, Please specify: \_\_\_\_\_

Have you applied for any job with this company before?

☐ If Yes, Please specify: \_\_\_\_\_

## PART G: TERMS & CONDITIONS

### 1. Temporary Placement

- a. Temporary candidates are required to serve 1 week notice to **SUCCESS HUMAN RESOURCE CENTRE PTE LTD / SUCCESS RESOURCE CENTRE PTE LTD** upon resignation, failing which salary in lieu of notice will be deducted (include OT claims).
- b. All candidates shall not accept any employment offer directly from the client of **SUCCESS HUMAN RESOURCE CENTRE PTE LTD / SUCCESS RESOURCE CENTRE PTE LTD** within 1 year from the last working day of the assignment.

### 2. Permanent / Contract Placement

The candidates shall agree to commit themselves for a period of 2 months (excluding notice period) upon accepting the job offered by **SUCCESS HUMAN RESOURCE CENTRE PTE LTD / SUCCESS RESOURCE CENTRE PTE LTD** whether by writing or verbally, expressed or implied, failing which the candidates will have to compensate 30% of their offered salary to **SUCCESS HUMAN RESOURCE CENTRE PTE LTD / SUCCESS RESOURCE CENTRE PTE LTD**. This 30% compensation clause also applies to candidates who are terminated by our clients due to misconduct, poor performance or attendance, frequent medical leave, absence without calling or habitual late coming.

All candidates shall not have any direct contact with the clients for a period of 1 year after an interview arranged by **SUCCESS HUMAN RESOURCE CENTRE PTE LTD / SUCCESS RESOURCE CENTRE PTE LTD** unless approval is granted by the Agency.

I agree to all the Terms & Conditions of this employment and hereby declare that all the particulars given in this application is true, complete and accurate to the best of my knowledge and if this declaration is in any part false or incorrect, the Agency / Company will reserve the right to terminate my services instantly.

I hereby authorize/consent **SUCCESS HUMAN RESOURCE CENTRE PTE LTD / SUCCESS RESOURCE CENTRE PTE LTD** to obtain and share all the information given in this application form/resume to any clients for job search purposes only. I understand and agree that all modes of communication (Call, SMS, Email and Fax) may be necessary to execute the job search. In order to opt out in the future, an email has to be submitted and acknowledged by **SUCCESS HUMAN RESOURCE CENTRE PTE LTD / SUCCESS RESOURCE CENTRE PTE LTD**, who will duly comply with the request, failing which, I will have no claim or recourse against the above-mentioned companies.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### OFFICIAL USE

Overall impression: \_\_\_\_\_

Communication Skills: \_\_\_\_\_

Others: \_\_\_\_\_

Consultant

Date and Time

### NOTE TO :

Please attach a **photocopy** of the following documents:

- ☐ NRIC
- ☐ Education certificates
- ☐ School Leaving certificates
- ☐ Transcripts / Testimonials
- ☐ ORD certificate
- ☐ Bank book (first page)
- ☐ Others: \_\_\_\_\_
- ☐ Others: \_\_\_\_\_